

(CLASSIFICATION)

64-157

## OFFICE OF THE DIRECTOR

Action Memorandum No. A-345Date 18 Jan 1964

TO : Deputy Director (Intelligence)

SUBJECT : Inspector General's Survey of the Office of  
Central Reference

REFERENCE:

1. In consideration of subject survey and the comments by the DDI and the AD/CR, action on the recommendations of the Inspector General is directed as follows:

a. All recommendations except 8, 12a, 12c, 18, 21, and 22 are approved.

b. Recommendations 2a and 2b are not to be used as supporting material to obtain higher level clerical and other sub-professional slots. The purpose of these recommendations is to establish an orderly process for advancement of deserving analyst personnel and to correct the existing situation in which many analysts are performing clerical type functions.

c. In regards to recommendation 4b, the IG has advised that there have been four individual cases brought to his attention in which the personnel appear to meet the

SUSPENSE DATE:

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criteria for accelerated promotion but which no such promotion action was taken at the time of the AD/CR's response to the IG report. The names of these individuals are listed below in order that they may be given appropriate consideration in the event they were overlooked:



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d. Recommendation 7 is approved with the understanding that action on this recommendation be deferred pending completion of the study in this area now being made by a special committee under the chairmanship of the Director of Security.

e. Recommendations 8, 12a, 12c, and 22 are disapproved.

f. Recommendation 18 is disapproved with the understanding that the AD/CR will continue to make maximum use of personnel in the IAS who have been recruited as key punch operators and who have received specific training for this work. Recognizing the limitations of non-cleared key punch operators, an effort should be made to utilize them on the unclassified material, thus releasing the cleared operators for classified programs where the backlog generally exists.

g. Recommendation 21 is disapproved with the understanding that when [ ] is reissued, a rider will be attached appealing to our most knowledgeable experts (particularly in ONE) for their advice and assistance in the various areas of selection.

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2. The DDI is requested to submit a report to the DDGI within 90 days from the date of this memorandum on the progress made in carrying out the approved recommendations.

Lyman B. Kirkpatrick  
Executive Director

O/DCI/[ ] h (7 Jan 64)

Distribution:

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64-15711

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7 April 1964

MEMORANDUM FOR: Executive Director

SUBJECT : Inspector General's Survey of  
Office of Central ReferenceREFERENCE : Action Memorandum A-345,  
dated 8 January 1964

Attached is the requested report prepared by the Assistant Director/Central Reference on the progress made in carrying out the approved recommendations of the Inspector General. You will note that they are all either accomplished or underway.

/S/

PAUL A. BOREL  
Assistant Deputy Director (Intelligence)  
for Management

ODDI/AvS/mjm

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4-8-64 15711

EXECUTIVE REGISTRY FILE # A M 345

SECRET

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**CENTRAL INTELLIGENCE AGENCY**  
**OFFICE OF CENTRAL REFERENCE**

26 March 1964

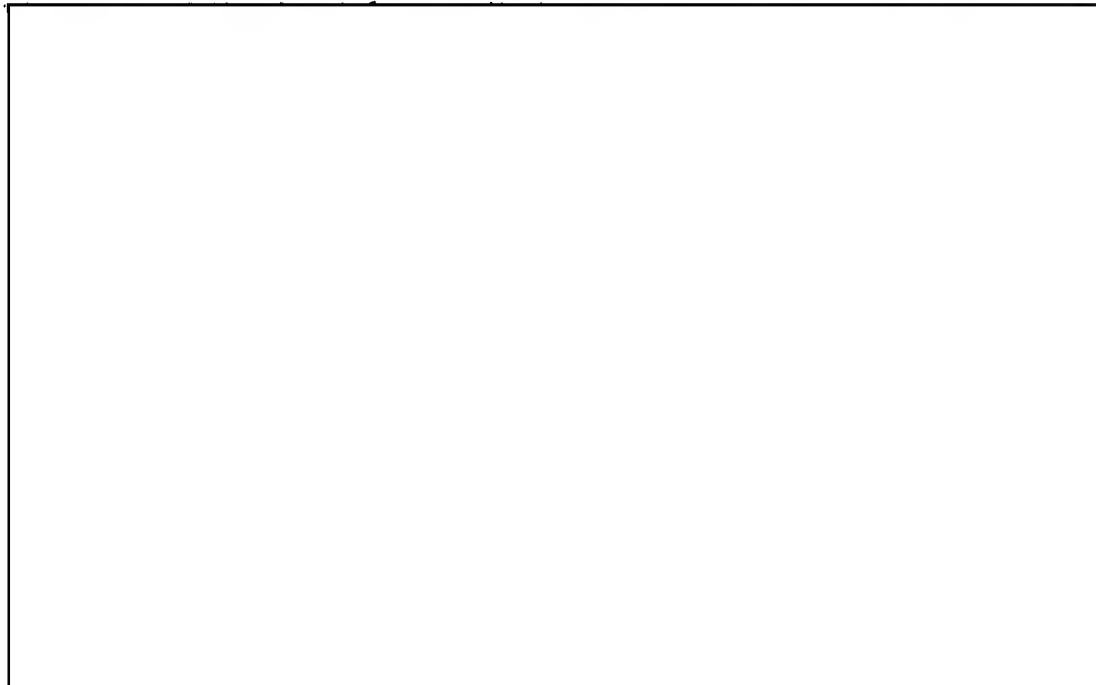
**MEMORANDUM FOR: Deputy Director (Intelligence)**

**SUBJECT: Inspector General's Survey of the Office of  
Central Reference**

**REFERENCE: Action Memorandum No. A-345 from the Executive  
Director, dated 8 January 1964**

1. This memorandum reports progress made by the DD/I and Office of Central Reference in carrying out the recommendations of the Inspector General.

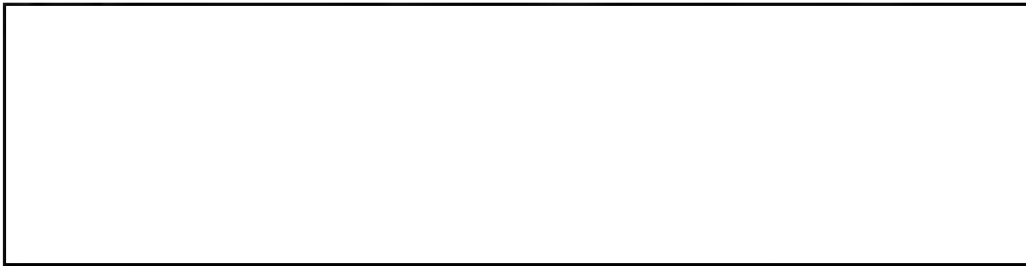
2. All recommendations except 8, 12a, 12c, 18, 21, and 22 were approved by the Executive Director. Actions taken as of 20 March 1964 are as follows:



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Next 3 Page(s) In Document Exempt

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**JOHN K. VANCE**  
**Assistant Director**  
**Central Reference**

**Concur:**

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**Ray S. Cline**  
**Deputy Director (Intelligence)**

**Distribution:**

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